

Listed below are the topics that were discussed at the D/L staff meeting on 4 June 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

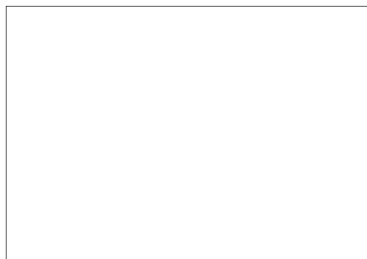
5 June 1987

REMINDER

25X1 The next D/L Staff Meeting will be
25X1 [redacted] at 0830 hours on 10 June. [redacted]

1. The Office of Logistics welcomes the following new employees:

25X1



- Real Estate and Construction Division
- New Building Project Office
- Printing and Photography Division
- [redacted]
- Supply Division (SOT)
- Procurement Division

25X1

2. The following employees have been presented Special Achievement Awards:

25X1

[redacted] Personnel and Training Staff, OL, was presented a Special Achievement Award on 2 June 1987, in recognition of her outstanding support during the period 2 September 1986 through 28 February 1987. As one of three personnel assistants on the staff, her responsibilities include technical support to one personnel officer. However, with the departure of the Deputy Chief, the senior secretary, and two personnel assistants during the month of October 1986, April became responsible for keeping the technical side of the staff together for an extended period of time. She willingly supported the other four personnel officers, trained the new personnel assistants, took on special projects for the Chief, and provided clerical assistance during the secretarial shortage. [redacted]

25X1

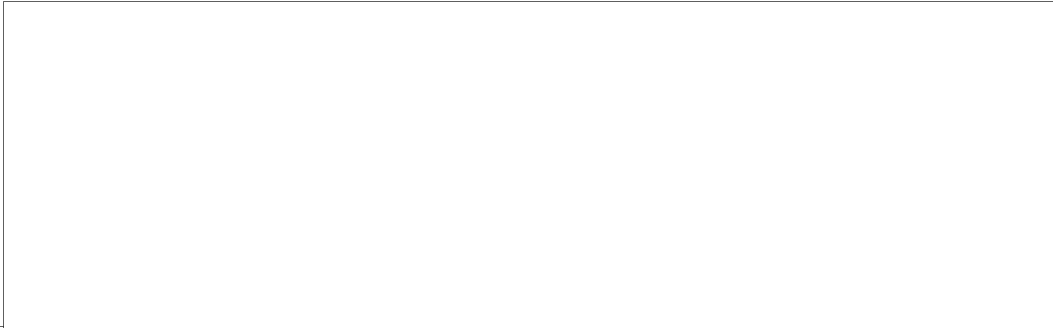
25X1



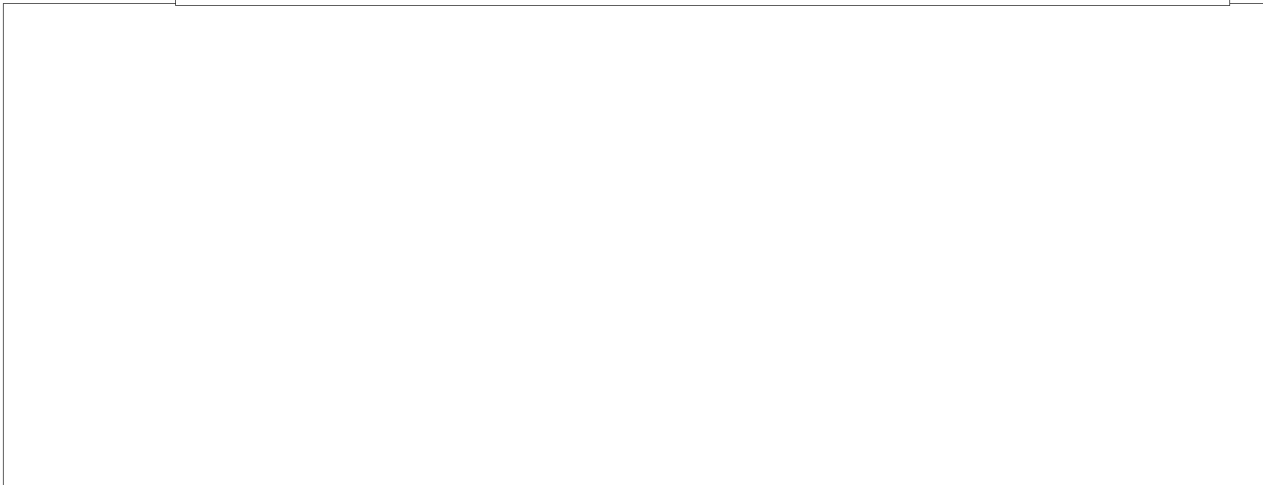
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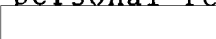
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25X1



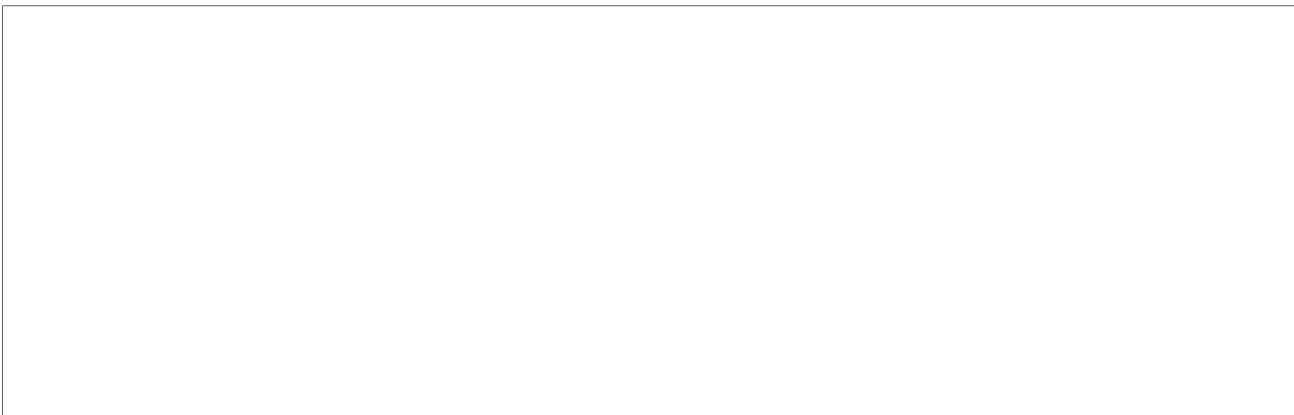
25X1



4. Operations Support Branch, Supply Division, arranged for a briefing for 25 Supply Division employees concerning opportunities available through the Office of Training and Education Learning Center (OTE-LC) for ongoing, self-initiated personal/professional growth and development. Employees were encouraged to contact the OTE-LC for audio/video taped courses for use at the employees' convenience. Upon completion of the course, employees may request a certificate of completion for their personal records, and for inclusion in their personnel files 

25X1

25X1



6. The functional teams working on the Commercial Logistics Applications System (CLAS) are building and testing

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25X1 scenarios on the Cullinet software packages to determine what deficiencies exist in the test system. Response time continues to be adequate and a 1 June stress test was completed on the system. No degradation of the test system was experienced.

25X1 7. On 27 May, representatives from OL, Virginia Department of Transportation, and Shirley Contracting Corporation met to discuss expected changes in traffic patterns along Route 123 and the main Agency entrance road. Shirley Contracting reported that during the month of June road construction activity should significantly increase along Route 123. On or about 5 June, the inbound traffic pattern along the main Agency entrance road will be altered. The inbound traffic will be detoured near the intersection of Route 123 to a newly constructed entrance ramp. In addition, Shirley Contracting expects to detour traffic along Route 123 near Potomac School Road, the Agency entry road, and Savile Lane. The contractor will post flagmen and signs to alert motorists of traffic changes. A Headquarters Logistics Note was prepared to alert employees to the expected traffic flow changes.

25X1 8. In training activities, OL reports that the Procurement Training Manual has been reviewed, proofed and is currently in final printing. Additional funds have been approved for procurement training with arrangements being made to schedule contracting officers for the Federal Contract Law, Advanced Contract Administration, and Research and Development Contracting courses.

25X1 9. During the past week OL videotaped the swearing-in ceremony of Judge Webster and printed 135 still photographs of the ceremony. These prints will be made available to Agency offices through the DCI Protocol Branch. On 27 May, OL also videotaped the Memorial Services for employees of the Agency who have died in the line of duty.

Attachments

- A. One Individual Can Make a Difference
- B. June Visitation Schedule
- C. Item of Interest from OL/SS

ATTACHMENT A

***** ONE INDIVIDUAL CAN MAKE A DIFFERENCE *****

The Director of Logistics commends the following individuals who, by their outstanding performance of duty, have received acknowledgment from OL customers:

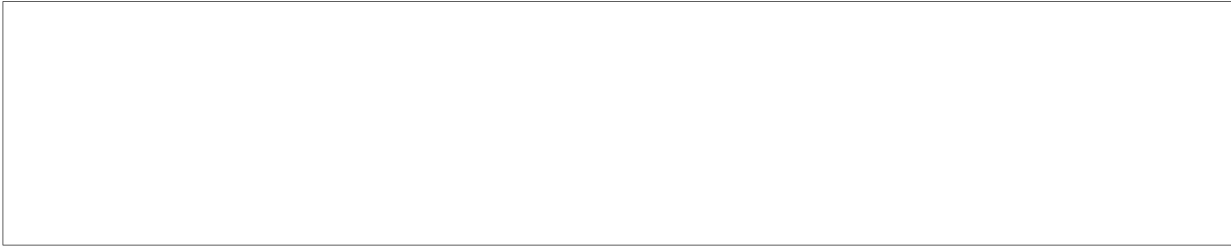
25X1 A letter of appreciation was received from William F.
25X1 Donnelly, Deputy Director for Administration, dated
25X1 28 May 1987, for all the individuals who worked so hard in
25X1 preparing for Judge Webster's Swearing In Ceremony. [redacted]
[redacted] the Chief, Facilities Management Division, seemed to be
everywhere and involved in everything on the compound.
Mr. Donnelly also recognized the Facilities Management
individuals who planned the ceremony facilities; the Allied
contractors who built the stages; and the Printing and
Photography Division employees who captured this event on video
and film--every aspect was well planned and executed.
Mr. Donnelly stated that these individual's efforts were
greatly appreciated. [redacted]

25X1 [redacted] of Facilities Management Division was
25X1 recognized in a letter of appreciation from [redacted]
25X1 [redacted] Soviet/East European Division, DO, dated
25X1 30 April 1987, for his support in the recent move of an
25X1 SE/Division office. [redacted] stated that [redacted] was able to
25X1 make the adjustments required and performed in a most
25X1 professional manner. [redacted]

25X1

~~SECRET~~

25X1



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25X1

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[redacted] of the
Facilities Management Division were recognized in a letter of
appreciation from [redacted] Coordinator, DI Orientation
for NSA, dated 21 May 1987, for their splendid support of the
DI-NSA exchange program. [redacted] stated that the parking
arrangements for the NSA visitors who attended the DI
Orientation session on 11 through 14 May were excellent.



OL VISITATION SCHEDULE

June 1987

	<u>OFFICER</u>	<u>COMPONENT</u>	<u>DATE</u>
	C/SD	C/OP/CTS	5 June 1987
STAT	AC/IMSS	C/EUR [] and Logs Officer	9 June 1987
STAT	DD/L	C/CI and C/CI []	11 June 1987
	EO/OL	D/OSWR and Logs Officer	11 June 1987
	C/SD	C/OS/P&TS	16 June 1987
STAT	AC/IMSS	C/SE, [] and Logs Officer	17 June 1987
	EO/OL	D/OEA and Logs Officer	18 June 1987
STAT	DD/L	[]	23 June 1987
STAT	C/P&PD	C/PPS []	TBD
	C/P&PD	C/AS/OIR and Logs Officer	TBD
	C/PD	C/CPAS/AS and Logs Officer	TBD
STAT	C/PD	[] and Logs Officer	TBD
	C/FMD	C/SA/DDA/FBO and Logs Officer	TBD
	C/FMD	C/ALA/SS and Logs Officer	TBD
STAT	C/RECD	C/AF, [] and Logs Officer	TBD
	C/RECD	C/ICS/AS and Logs Officer	TBD
STAT	C/PMS	[] and Logs Officer	TBD
	C/PMS	C/PINS/CS and Logs Officer	TBD
	D/L	D/FBIS	30 June 1987

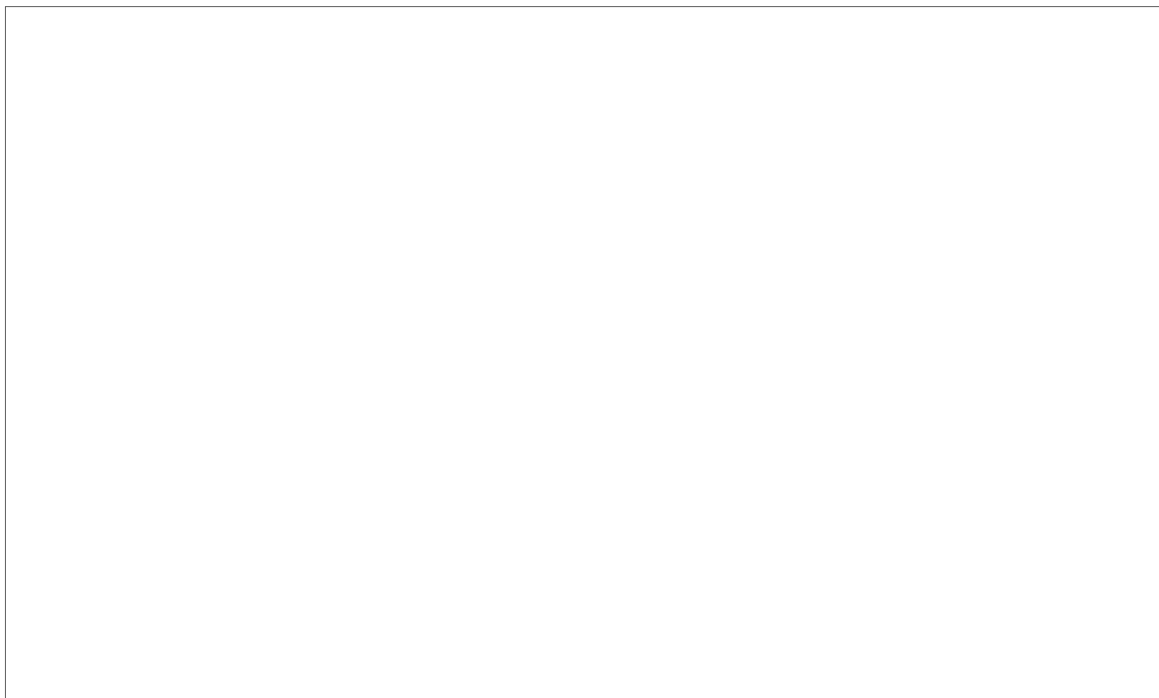
SECURITY STAFF/OL
ITEM OF INTEREST

SECURITY REMINDER

Summer is fast approaching and we are all becoming preoccupied with planning our vacations. This distraction, together with the shortage of personnel during the summer months, compels the Security Staff to remind OL employees to be especially security conscious during the vacation season. We also must be diligent and alert during the summer months to ensure that proper security procedures are followed within our offices to avoid security violations.

As Agency employees are aware, the Office of Security investigates each inadvertent security violation in an effort to assess culpability and to ensure that corrective actions are taken to avoid future violations. Persons who are involved in an inadvertent security violation are subject to certain administrative actions. These penalties that concern failure to properly secure classified material, but do not involve either intent or gross negligence, are as follows:

STAT



Statistics show that during the summer months security violations have tended to increase. Hopefully, this reminder will inspire us to maintain our security awareness and avoid security violations. "Have a happy vacation!"